



**An Afterschool Adventure**  
**1812 Welsh Avenue**  
**College Station, TX 77840**

April 1, 2013

Thank you for expressing interest in employment with Kids Klub. Staff members are primarily hired twice a year; November and December for the Spring semester, and April and May for the Fall semester. **Staff members must be available for the hours of 2:45pm-6:15pm, Monday-Friday. You must be available to begin training on August 19, 2013 and commit to work through December 20, 2013.**

**The application deadline for Fall 2013 is Friday, May 3 at 4:00 PM.** All applications must either be submitted in person to the CSISD Community Education Office or Texas A&M students may apply online at [jobsforaggies.tamu.edu](http://jobsforaggies.tamu.edu). Community Education is located at 1812 Welsh, Building A. Office hours are Monday through Friday, 8:00am-4:00pm.

We are having an **Applicant Orientation on Saturday, May 4** at Rock Prairie Elementary School from **9:00am-12:00pm**. Applicant Orientation is designed to give applicants an idea of what Kids Klub is about and to **serve as a first interview. Attendance at Application Orientation is highly recommended.** Alternative arrangements may be allowed for applicants with conflicts. Applicants with conflicts must contact the Kids Klub Program Office prior to Applicant Orientation at 979-764-3831. **Please wear athletic/play clothes and tennis shoes to Applicant Orientation. You are also required to bring a piece of paper that creatively describes you.**

**Formal Round Robin Interviews** will take place on **Saturday, May 4** as well from **1:00pm-6:00pm**. Applicants will be informed at the end of the Applicant Orientation if they have been invited back for the formal interview.

Please complete the attached application. Feel free to attach any additional information you feel necessary. If you have any questions you may contact the Kids Klub Program Office at the number below.

Thank You,  
Josh Cowling  
Assistant Program Director  
(979)764-3831  
[jcowling@cstx.gov](mailto:jcowling@cstx.gov)

## KIDS KLUB

**JOB TITLE:** Staff Member

**REPORTS TO:** Site Supervisor

**RATE OF PAY:** \$8.00-\$8.75/hr

**JOB SUMMARY:** Assist in providing a developmentally appropriate, recreational environment for the children enrolled in Kids Klub.

### MINIMUM REQUIREMENTS:

1. All Kids Klub staff members must be CPR/AED/First Aid Certified (proof of current certification must be provided). If applicant is not certified, Kids Klub will certify after hired.
2. All staff members must be available to begin work **August 19, 2013** and continue through **December 20, 2013**.
3. All staff members must be available the days that CSISD is in session, **Monday - Friday from 2:45 - 6:15 p.m.**
4. Staff members must attend specified training sessions throughout the year.
5. Staff members must attend weekly site meetings and monthly staff meetings.

### DUTIES:

1. Staff members assist the supervisor in performing his/her duties as necessary, such as:
  - a. Plan, coordinate and implement appropriate activities each day.
  - b. Supervise groups of children in enrichment activities.
  - c. Lead group games, art projects and other similar activities.
  - d. Play with the children during non-structured free time.
  - e. Influence children in a positive manner.
2. All staff members must adhere to the policies, procedures and best practices as stated in the Staff Handbook.
2. All staff members must adhere to the Kids Klub discipline management plan as stated in Staff Handbook. Alterations and/or deviations are allowed, but must be approved in advance by the Site Supervisor and Program Director.
3. Participate in all daily activities. (BE POSITIVE)
4. Assist in the daily, as well as weekly, clean-up of the facilities.
5. Other duties as deemed necessary by Site Supervisor or Program Director.

# IMPORTANT APPLICANT FAQ's

- **What are the schedule requirements to work at Kids Klub?**
  - To be considered for hire at Kids Klub you must be available to begin training on Monday, August 19, 2013 and commit to work through Friday, December 20, 2013. You must also be available to work **each** day (Monday-Friday) from 2:45pm-6:15pm.
- **Why are these dates strict?**
  - We have to hire staff based on the number of children enrolled in the program. The CSISD spring semester begins before Texas A&M and Blinn and continues for approximately 2 weeks after Texas A&M and Blinn are released. We must guarantee that staff are adequately trained and in place to care for the children the entire semester.
- **Why are the days and hours so strict?**
  - Consistency is critical to a safe and productive environment for children, and for this reason, it is important that the same staff care for them each day.
- **Do I have to attend Applicant Orientation on Saturday, May 4?**
  - Applicant Orientation is designed to serve as your first interview, as well as give you an idea of what Kids Klub is. An applicant's attendance at Applicant Orientation play's a large role in the hiring process.
- **What if I have a conflict with Applicant Orientation?**
  - Alternative arrangements may be considered for those applicants who have certain conflicts. Those applicants with conflicts need to contact the Kids Klub Program Office at 979-764-3831.
- **Will there be a second, formal interview?**
  - Yes, there will be a formal, round robin interview, the afternoon of May 4. Applicants chosen to move to the second round of the hiring process will be notified at the end of the Applicant Orientation.